

Unemployment Insurance (UI) Weekly Claim Certification

Instructions for Reporting Other Types of Income Not Mentioned in the Claimant Handbook

SHOULD YOU REPORT THE FOLLOWING TYPES OF INCOME?	
NO	<ul style="list-style-type: none"> • Blood/Plasma Donation Payments • Child Support • Pell Grants -- If you have not already discussed your school attendance with UI, call a Claims Specialist immediately. • Reimbursement for Work-Related Expenses • Social Security Disability (SSDI) -- If you have not already discussed your physical restrictions with UI, call a Claims Specialist immediately. • Social Security Income (SSI) - If you have not already discussed your physical restrictions with UI, call a Claims Specialist immediately. • SUB Payments • Witness Fees
YES	Instructions for Reporting
Apprenticeship Pay	<p>If you attended training for a portion of the week and were paid your regular hourly rate of pay for attendance, report as work and wages on your weekly certification for the week(s) of the training.</p> <p>If the training wage is paid by increasing your hourly wage for hours that you actually work, report the wages in the week the work was performed.</p> <p>If the training wage is paid by increasing your hourly wage for hours that you actually work but these "add-on" wages were only payable if you completed the training, report the entire training wage amount on your weekly certification for the last week of the training.</p> <p>Using the above guidelines, estimate your wages as best as you can, complete your weekly certification, and call a Claims Specialist immediately.</p>
Babysitting	Report as work and wages.
Back Pay	<p>Do not report as work and wages.</p> <p>Complete weekly certification and call a Claims Specialist immediately.</p>
Bereavement Pay	Report as holiday pay . Answer YES to the holiday pay question.
Birthday Pay	Report as holiday pay . Answer YES to the holiday pay question.
Christmas Gift	Report as holiday pay . Answer YES to the holiday pay question.
Elected/Appointed Official Earnings	<p>Report as work and wages in the week earned.</p> <p>If paid a monthly or yearly salary, divide the amount evenly between all weeks within that period of time to determine how much was earned in each week.</p> <p>If you are unsure what amount should be reported, estimate as closely as you can, complete your weekly certification and call a Claims Specialist.</p>
Funeral Pay	Report as holiday pay . Answer YES to the holiday pay question.
Gratuity Pay	Report as work and wages.
Grievance Pay	Report as holiday pay . Answer YES to the holiday pay question.

Incentive Pay	Report as work and wages.
Income Continuation	Report as work and wages, entering zeros for the hours and minutes that you worked. Complete your weekly certification and call a Claims Specialist immediately.
Jury Duty Wages <u>paid by Employer</u>	<p>If your employer pays you for the time you spend serving on jury duty, this must be reported as work and wages.</p> <p>If you receive a payment from the court for being a juror, this payment does not have to be reported.</p>
"On-Call" or "Show-Up" Pay	Report as work and wages.
Orientation/Training Payments	Report as work and wages.
Poll Worker Payments	Report as work and wages.
Research Participation Payments	Report as work and wages.
Room and Board	<p>Report as work and wages unless your employer pays you room and board because it is more convenient and efficient for you to perform your job duties if you live in building where you work.</p> <p>If you did not perform other work for this employer during this week, enter zeros for the hours and minutes that you worked.</p> <p>If you are unsure, report the work and wages, complete your weekly certification and call a Claims Specialist.</p>
Strike Pay	Report as work and wages.
Payments for work performed as a union steward, etc.	Report as work and wages.
Vocational Rehabilitation	<p>If you received this payment for only a portion of the week, report it as work and wages. Enter zeros for the number of hours and minutes that you worked.</p> <p>If you received this payment for the entire week, do not report it as work and wages. Complete your weekly certification and call a Claims Specialist immediately.</p>
W2 Wages	Report as work and wages, complete your weekly certification and call a Claims Specialist.
Welfare-to-Work Wages	Report as work and wages, complete your weekly certification and call a Claims Specialist.

08/22/03